

# **GREEN COUNTY HUMAN SERVICES BOARD MINUTES February 11, 2019**

**Members Present:** Jerry Guth, Herb Hanson, Sandy Horn, Anita Huffman, Russ Torkelson and Emily Zarling.

**Members Excused:** Mike Furgal, Beth Luchsinger and Kate Maresch.

**Non Members Present:** Daniel Williams, Teresa Withee, Lori Brown, Mary Miller, Amber Russell and Mary Mezera.

**Call to Order:** Hanson called the meeting to order at 2:00 pm.

## **Approval of January 2020 minutes---Action\***

- Torkelson motioned to approve the minutes, seconded by Hanson, carried with a unanimous vote.

## **Committee Reports:**

### **a. Audit Committee – January 2020---Action\***

Zarling motioned to approve the audit minutes as presented, seconded by Guth, carried with a unanimous vote.

### **b. Aging & Disability Advisory Committee --- Information**

Not met yet.

### **c. Regional ADRC Governing Board --- Information**

Not met yet.

### **d. SWCAP Board of Directors --- Information**

Furgal unavailable to report.

## **Resolution Authorizing Human Services Position---Action**

- Williams explained to the board the need to have a Human Services Assistant in the CLTS unit. He said the CLTS staff members who provide billable work with clients are having to take on the duties that the Human Services Assistant would be doing and we are losing funding from the hours that could be billed for services. He also said there will not be any County tax levy to pay for this position as it will be reimbursed with Administration funding from the state for the CLTS program. Torkelson motioned to approve the CLTS Human Services Assistant position, seconded by Huffman, carried with a unanimous vote.

## **ADRC Update-Information**

- Russell gave the board members an update on the current programs in the ADRC unit. She talked about the EBS, DBS, Nutrition, Volunteer, ADC and Elder Abuse programs. She also said the AARP is assisting the public with tax preparation.

## **Regional ADRC Update-Information**

- Mezera gave the board members an update on the overall Regional ADRC programs. She talked about the Dementia Care Specialist and all the programs that are currently going on. She also spoke about how the law enforcement and EMT are assisting with those that have dementia. She gave a handout to the board with the statistics on the calls that come into the ADRC. She also said they are looking at formulas to get more funding for the ADRC.

### **Approval of Contracts over \$75,000-Action**

- Williams talked about the contract that is over \$75,000, he said the contract includes placement along with schooling so that the client does not have to attend public school. Horn motioned to approve the contract over \$75,000, seconded by Huffman, carried with a unanimous vote.

### **Purchase(s) and Contract(s) over \$5,000 and less than \$75,000-Action**

- Williams talked about three contracts that were within this range. Guth motioned to approve the contracts and purchase of services, seconded by Zarling, carried with a unanimous vote.

### **Fiscal Update-Information**

- Withee said we are in the process of wrapping up 2019 and closing the books. She also said we are in the process of putting together a billing policy that is in compliant with the DHS 1 policy. Williams said they were able to bill for the Drug Court Expansion Grant, however, the Drug Court Expansion Grant is now being audited.

### **Training request(s)---Action\***

- The board reviewed the training requests. Huffman motioned to approve the trainings as presented, seconded by Torkelson, carried with a unanimous vote.

### **Personnel Updates – Action\***

- New employee(s)  
Jamie Ott is the new CYF Human Services Assistant.
- Resignations and exit reviews  
There are none.

### **Director's Report---Information**

- Williams reported on coordination between Human Services, Law Enforcement, and Corporation Counsel. He also talked about TPR's and the need of having one county department process all of them. Williams showed the board members the new logo for the Dementia Care Stabilization program. He talked about the funding for this program and the progress on the location for the program.

### **Next meeting Date & Time**

- March 10, 2020 at 2 p.m.

### **Public Comments (limited to 5 minutes each)**

- None

### **Adjourn**

- Torkelson motioned to adjourn, seconded by Horn, carried with a unanimous vote.

Minutes submitted by:  
Lori V. Brown  
Business Manager